

Title VI Plan Cover Page

CENTRAL YAVAPAI TRANSIT FOUNDATION 2023



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Executive Summary

The Central Yavapai Transit Foundation (CYTF) was originally established in 2012 under the name Yavapai Regional Transit Foundation. In 2016, the agency filed papers with the Arizona Corporation Commission to change its name to Central Yavapai Transit Foundation. The agency is a small, private not-for-profit all volunteer organization (no paid staff at this time) dedicated to developing, promoting, supporting and facilitating a regional public transit system as well as other forms of alternative transportation in Central Yavapai County, Arizona. All activities of the corporation are overseen and carried out by the Central Yavapai Transit Foundation Board of Directors. By nurturing financial support, educating the public about the benefits of public transit, and promoting awareness of the transportation options that already exist in our communities, the Foundation seeks to ensure access to transportation for all citizens in the community.

The Central Yavapai Transit Foundation pursues its mission through the following goals and strategies:

- To advocate for the establishment and expansion of transportation services throughout central Yavapai county.
- To raise public awareness regarding the need for public transit services and mobility options in our communities;
- To raise money and provide funding support for area public transit services;
- To educate community members as to the availability of transportation services within central Yavapai county; and
- To recruit volunteers, supporters and Friends of Transit throughout the Central Yavapai region.

Since its inception, CYTF has been very involved in regional transportation planning and promoting coordination and cooperation in transportation services between and among human service agencies, special needs transportation and public transportation providers.

CYTF has been a 5310 sub-recipient since 2018 when the agency initiated a Travel Training program in the Central Yavapai region of Yavapai County with funding support from 5310 funds administered by Arizona Department of Transportation.

What type of program fund(s) did you apply for?

- 5310
- 5311
- Other (please explain) _____

Type of Funding Requests? (Check all that apply)

- Vehicle Funds
- Operating Funds
- Other (please explain) _____ Mobility Management _____

Is your agency receiving direct funds from FTA?

- If yes, please attach a copy of your FTA letter of approval of Title VI Plan.
- No

Non Discrimination Notice to the Public

Notifying the Public of Rights Under Title VI and ADA CENTRAL YAVAPAI TRANSIT FOUNDATION

CENTRAL YAVAPAI TRANSIT FOUNDATION operates its programs and services without regard to race, color, national origin or disability in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **CENTRAL YAVAPAI TRANSIT FOUNDATION**.

For more information on the **CENTRAL YAVAPAI TRANSIT FOUNDATION's** civil rights program, and the procedures to file a complaint, contact **Lindsay Bell, CYTF Board Chair, (928) 776-9332, (TTY TTY 771); email Centralyavapaitransitfound@gmail.com**; or visit our administrative office at **368 Dogwood Ln, Prescott, AZ 86301**. For more information, visit **CYTFoundation.org**.

Complaints may be filed directly with the Arizona Department of Transportation (**ADOT**) **Civil Rights Office**. ATTN: Title VI Program Coordinator 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 or with the Federal Transit Administration (**FTA**). ATTN: Title VI Program Coordinator, 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, contact **Lindsay Bell, CYTF Board Chair/ Title VI Coordinator at (928) 776-9332 (TTY 771)**. *Para información en Español llame: **Lindsay Bell, CYTF Board Chair/ Title VI Coordinator at (928) 776-9332 (TTY 771)**

Non Discrimination Notice to the Public - Spanish

Aviso Público Sobre los Derechos Bajo el Título VI Y ADA CENTRAL YAVAPAI TRANSIT FOUNDATION

CENTRAL YAVAPAI TRANSIT FOUNDATION (y sus subcontratistas, si cualquiera) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964, Sección 504 de la Ley de Rehabilitación de 1973 y La Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA). El nivel y la calidad de servicios de transporte serán proveídos sin consideración a su raza, color, país de origen, o discapacidad.

Para obtener más información sobre el programa de Derechos Civiles de **CENTRAL YAVAPAI TRANSIT FOUNDATION**, y los procedimientos para presentar una queja, contacte **Lindsay Bell, CYTF Board Chair (928) 776-9332, (TTY TTY 771)**; o visite nuestra oficina administrativa en **368 Dogwood Ln, Prescott, AZ 86301**. Para obtener más información, visite **CYTFoundation.org**

Una queja puede ser presentada con la oficina de Derechos Civiles del Departamento de Transporte de Arizona (**ADOT**). Atención: Title VI Program Manager, 206 S. 17th Ave MD 155A Phoenix AZ, 85007 o con la Administración Federal de Transporte (**FTA**). Atención: Title VI Coordinator, 1200 New Jersey Ave., SE Washington DC 20590

The above notice is posted in the following locations: The above notice is posted at all of our Travel Training locations when CYTF is hosting a Travel Training session.

This notice is posted online at **CYTFoundation.org**

Non Discrimination ADA/Title VI Complaint Procedures

These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) as they relate to any program or activity that is administered by **CENTRAL YAVAPAI TRANSIT FOUNDATION** including consultants, contractors and vendors. Intimidation or retaliation as a result of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color, national origin, or disability may file a Discrimination complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within **180** calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The ADA/Title VI contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted **CENTRAL YAVAPAI TRANSIT FOUNDATION** will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the **CENTRAL YAVAPAI TRANSIT FOUNDATION** or submitted to the State or Federal authority for guidance.

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- (7) **CENTRAL YAVAPAI TRANSIT FOUNDATION** will notify the ADOT Civil Rights Office of ALL Discrimination complaints within 72 hours via telephone at 602-712-8946; or email at civilrightsoffice@azdot.gov.
- (8) **CENTRAL YAVAPAI TRANSIT FOUNDATION** has 15 business days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 15 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 15 business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
- (9) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Discrimination violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.
- (10) A copy of either the closure letter or LOF must be also be submitted to ADOT within **72** hours of that decision. Letters may be submitted by hardcopy or email.
- (11) A complainant dissatisfied with **CENTRAL YAVAPAI TRANSIT FOUNDATION** decision may file a complaint with the Arizona Department of Transportation (**ADOT**) or the Federal Transit Administration (**FTA**) offices of Civil Rights: **ADOT**: ATTN ADA/Title VI Program Coordinator 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: Attention Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590
- (12) A copy of these procedures can be found online at: **CYTFoundation.org**.

If information is needed in another language, contact **Lindsay Bell, CYTF Board Chair/ Title VI Coordinator at (928) 776-9332 (TTY 771)**. *Para información en Español llame: **Lindsay Bell, CYTF Board Chair/ Title VI Coordinator at (928) 776-9332 (TTY 771)**

Discrimination ADA/Title VI Complaint Form

| | | |
|---|--------------------------------------|--|
| Section I: | | |
| Name: | | |
| Address: | | |
| Telephone (Home): | Telephone (Work): | |
| Electronic Mail Address: | | |
| Accessible Format Requirements? | <input type="checkbox"/> Large Print | <input type="checkbox"/> Audio Tape |
| | <input type="checkbox"/> TDD | <input type="checkbox"/> Other |
| Section II: | | |
| Are you filing this complaint on your own behalf? | <input type="checkbox"/> Yes* | <input type="checkbox"/> No |
| <i>*If you answered "yes" to this question, go to Section III.</i> | | |
| If not, please supply the name and relationship of the person for whom you are complaining. | | |
| Please explain why you have filed for a third party: | | |
| Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Section III: | | |
| I believe the discrimination I experienced was based on (check all that apply): | | |
| <input type="checkbox"/> Race | <input type="checkbox"/> Color | <input type="checkbox"/> National Origin |
| <input type="checkbox"/> Disability | | |
| Date of Alleged Discrimination (Month, Day, Year): _____ | | |
| Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form. | | |
| _____ | | |
| _____ | | |
| _____ | | |
| Section VI: | | |
| Have you previously filed a Discrimination Complaint with this agency? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If yes, please provide any reference information regarding your previous complaint.

Section V:

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes No

If yes, check all that apply:

Federal Agency: _____

Federal Court: _____ State Agency: _____

State Court : _____ Local Agency: _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

Section VI:

Name of agency complaint is against:

Name of person complaint is against:

Title:

Location:

Telephone Number (if available):

You may attach any written materials or other information that you think is relevant to your complaint.

Your signature and date are **required** below:

Signature

Date

Please submit this form in person at the address below, or mail this form to:

CENTRAL YAVAPAI TRANSIT FOUNDATION

Lindsay Bell, CYTF Board Chair

368 Dogwood Ln, Prescott, AZ 86301

(928) 776-9332

Centralyavapaitransitfound@gmail.com

A copy of this form can be found online at **CYTFoundation.org**

Discrimination ADA/Title VI Complaint Form – Spanish

Forma Para Poner una Queja de la Ley de Discriminación

Nota: La siguiente información se necesita para procesar su queja

| Parte I: Información de la persona que está poniendo queja: | | |
|--|---|---|
| Nombre: | | |
| Dirección: | | |
| Ciudad: | Estado: | Código Postal: |
| Teléfono (Casa): | Teléfono (Trabajo): | |
| Correo Electrónico: | | |
| Necesita usted formato alternativo por su queja? | <input type="checkbox"/> Grande Letras? | <input type="checkbox"/> Cinta Grabada? |
| | <input type="checkbox"/> Teléfono Discapacidad? | <input type="checkbox"/> Otra? |
| Parte II: Persona a la que discriminó (si es alguien que no es la persona que está poniendo la queja. | | |
| Nombre: | | |
| Dirección: | | |
| Ciudad: | Estado: | Código Postal: |
| Teléfono (Casa): | Teléfono (Trabajo): | |
| Parte III: | | |
| ¿Cuál de las siguientes razones describe por lo que usted siente que se le discriminó?: | | |
| <input type="checkbox"/> Raza | <input type="checkbox"/> Nacionalidad (Especifique) _____ | |
| <input type="checkbox"/> Color (Especifique) _____ | <input type="checkbox"/> Discapacidad (Especifique) _____ | |
| ¿En qué fecha(s) sucedió la discriminación?: _____ | | |
| ¿En donde sucedió la discriminación? _____ | | |
| _____ | | |
| ¿Cuál es el nombre y título de la persona(s) que usted siente que cometió la discriminación contra usted (si lo sabe)? _____ | | |

Describe la presunta discriminación. Explique qué sucedió y quién cree usted que fue responsable (si necesita más espacio, agregue otra hoja). _____

Parte IV:

Escriba una lista con los nombres de las personas que puedan tener conocimiento de la presunta discriminación y cómo contactarlas.

Parte V:

Si ha presentado esta queja con otra agencia federal, estatal o local, o con cualquier corte federal or estatal, marque todas las que apliquen.

- Agencia Federal: _____ Corte Federal: _____
 Agencia Estatal: _____ Corte Estatal: _____
 Agencia Local: _____

Por favor proporcione información de la persona a la que presentó su queja en la agencia/corte.

Nombre:

Dirección:

Cuidad:

Estado:

Código Postal:

Teléfono (Casa):

Teléfono (Trabajo):

Por favor firme abajo. Puede incluir cualquier material escrito u otra información que usted crea que es importante para probar su queja.

Firma de la Persona que presenta la queja

Fecha

Central Yavapai Transit Foundation Title VI Coordinator
P. O. Box 10775
Prescott, AZ 86304
928 776-9332
centrallyavapaitransitfound@gmail.com

Por favor presione el botón de "Enviar" cuando haya completado esta forma para que lo envíe por correo electrónico a www.cytfoundation.org
Se pueden agregar documentos adicionales a este correo.

Discrimination ADA/Title VI Investigations, Complaints, and Lawsuits

If no investigations, lawsuits, or complaints were filed select the option below.

CENTRAL YAVAPAI TRANSIT FOUNDATION has not had any ADA nor Title VI Discrimination complaints, investigations, or lawsuits in **2022**.

| Complainant | Date (Month, Day, Year) | Basis of Complaint (Race, Color, National Origin or Disability) | Summary of Allegation | Status | Action(s) Taken | Final Findings? |
|-----------------------|----------------------------------|---|-----------------------------|--------|--------------------|--------------------|
| Investigations | | | | | | |
| 1) | | | | | | |
| 2) | | | | | | |
| Lawsuits | | | | | | |
| 1) | | | | | | |
| 2) | | | | | | |
| Complaints | | | | | | |
| 1) | | | | | | |
| 2) | | | | | | |

Public Participation Plan

CENTRAL YAVAPAI TRANSIT FOUNDATION is engaging the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys.

As an agency receiving federal financial assistance, **CENTRAL YAVAPAI TRANSIT FOUNDATION** made the following community outreach efforts and activities to engage minority and Limited English Proficient populations since the last Title VI Plan submittal to ADOT CRO.

- Expanded the distribution of agency brochures
- Advertised public announcements through newspapers, fliers, or radio
- Posted the Nondiscrimination Public Notices to the following locations:
 - At travel Training Sites when training was being provided
 - On Central Yavapai Transit Foundation's website at www.CYTFoundation.org
- Partnered with other local agencies to advertise services provided
- Updated agency documents/publications to make them more user-friendly e.g. comment forms or agency brochures
- List other
 - Central Yavapai Transit Foundation (CYTF) shared updates on agency activities and programs at CYMPO and NACOG Local Coordination Advisory Council meetings.
 - In partnership with another agency, Territorial Transit, CYTF assisted in the periodic update and distribution of a local directory of transportation providers in the Central Yavapai region.
 - In 2020, CYTF published and began distribution of a Transit Passenger Guide which describes ways to access local transportation options in the Central Yavapai region.

At each of our public events such as a travel training session, CYTF displays both the English and Spanish versions of our Non Discrimination Notice to the Public. Copies of these documents are included elsewhere in this Title VI Implementation Plan.

CENTRAL YAVAPAI TRANSIT FOUNDATION will make the following community outreach efforts for the **upcoming year**:

- Expand the distribution of agency brochures
- Advertise public announcements through newspapers, fliers, or radio
- Post the Nondiscrimination Public Notices to the following locations:
 - At all Training Sites when training is being conducted
 - On the CYTF website at www.CYTFoundation.org
- Partner with other local agencies to advertise services provided.
- Add public interactive content to the agency's webpage for the public to communicate schedule changes or activities.
- Host an information booth at a community event (if safe to do as the Covid pandemic continues)
- Update agency documents/publications to make them more user-friendly e.g. comment forms or agency brochures.
- CYTF will continue to share updates at the CYMPO Local Coordination Committee meetings.

Public Participation Plan Example – Central Yavapai Transit Foundation Website:
<https://www.cytfoundation.org/>



Our Mission:

The Central Yavapai Transit Foundation (CYTF) exists to develop, promote, support and facilitate a regional public transit system and other forms of alternative transportation in Central Yavapai County, Arizona. By nurturing financial support, and educating the public about the benefits of public transit, the Foundation seeks to ensure access to transportation for all citizens in the community.



Limited English Proficiency Plan

CENTRAL YAVAPAI TRANSIT FOUNDATION **CENTRAL YAVAPAI TRANSIT FOUNDATION** has developed the following Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to **CENTRAL YAVAPAI TRANSIT FOUNDATION** services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining the **CENTRAL YAVAPAI TRANSIT FOUNDATION**'s extent of obligation to provide LEP services, the **CENTRAL YAVAPAI TRANSIT FOUNDATION** undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

- 1) The number or proportion of LEP persons eligible in the **CENTRAL YAVAPAI TRANSIT FOUNDATION** service area who may be served or likely to encounter by **CENTRAL YAVAPAI TRANSIT FOUNDATION** program, activities, or services;

| | Yavapai County, Arizona* | |
|---|---|-----------------|
| Language Spoken at Home by Ability to Speak English | Population Estimate for the Population 5 years and over | Margin of Error |
| Total: | 206,720 | ***** |
| Speak only English | 185,224 | ±1,367 |
| Spanish or Spanish Creole: | 16,104 | ±1,168 |
| Speak English "very well" | 9,804 | ±886 |
| Speak English less than "very well" | 6,300 | ±840 |
| French (incl. Patois, Cajun): | 726 | ±225 |
| Speak English "very well" | 618 | ±217 |
| Speak English less than "very well" | 108 | ±78 |
| Italian: | 470 | ±203 |
| Speak English "very well" | 344 | ±152 |
| Speak English less than "very well" | 126 | ±90 |
| German: | 1,007 | ±387 |
| Speak English "very well" | 879 | ±329 |
| Speak English less than "very well" | 128 | ±97 |

| | | |
|--|-----|------|
| Other West Germanic languages: | 214 | ±121 |
| Speak English "very well" | 192 | ±119 |
| Speak English less than "very well" | 22 | ±24 |
| Scandinavian languages: | 217 | ±127 |
| Speak English "very well" | 195 | ±125 |
| Speak English less than "very well" | 22 | ±28 |
| Navajo: | 347 | ±153 |
| Speak English "very well" | 326 | ±153 |
| Speak English less than "very well" | 21 | ±48 |
| Other Native North American languages: | 526 | ±297 |
| Speak English "very well" | 482 | ±298 |
| Speak English less than "very well" | 44 | ±38 |

*The above table has been modified to remove any estimated population groups for Language Spoken at Home by Ability to Speak English for Population 5 Years and Over who fall below the number 208 or 1/10 of 1 percent of the estimated Yavapai County population of persons age 5 years and older.

- 2) The frequency with which LEP individuals come in contact with an **CENTRAL YAVAPAI TRANSIT FOUNDATION** services;

CENTRAL YAVAPAI TRANSIT FOUNDATION's staff reviewed the frequency with which office staff, dispatchers and drivers have, or could have, contact with LEP persons for **2022**. **CENTRAL YAVAPAI TRANSIT FOUNDATION** averages **0 LEP CONTACTS** contacts per **YEAR**.

- 3) Central Yavapai Transit Foundation does not own any vehicles, nor do we provide any passenger transportation services. The nature and importance of the program, activities or services provided by the **CENTRAL YAVAPAI TRANSIT FOUNDATION** to the LEP population is limited to information and referral services regarding area transportation resources. In addition to I and R, we provide travel training sessions which assist persons needing transportation to become knowledgeable about local transportation resources and learn how to access them. (In the 8 years that **CYTF** has been providing this service, we have not had any limited English proficient person contact us for assistance.).

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- 4) The resources available to **CENTRAL YAVAPAI TRANSIT FOUNDATION** and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

CENTRAL YAVAPAI TRANSIT FOUNDATION provides a statement in Spanish and will for additional languages specific to the LEP community make up that will be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested.

Safe Harbor Provision for written translations

CENTRAL YAVAPAI TRANSIT FOUNDATION complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

- (1) Non Discrimination Notice
- (2) Discrimination Complaint Procedures
- (3) Discrimination Complaint Form

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches each LEP group. Vital documents include the following:

- (1) Notices of free language assistance for persons with LEP
- (2) Notice of Non-Discrimination and Reasonable Accommodation
- (3) Outreach Materials
- (4) Bus Schedules
- (5) Route Changes
- (6) Public Hearings

1) **CENTRAL YAVAPAI TRANSIT FOUNDATION** provides language assistance services through the below methods:

- Instructions are provided to customer service staff and other **CENTRAL YAVAPAI TRANSIT FOUNDATION** staff who regularly take phone calls from the general public on how to respond to an LEP caller.
- Instructions are provided to customer service staff and others who regularly respond to written communication from the public on how to respond to written communication from an LEP person.
- Use of “I Speak” cards.
- Other : We plan to translate both our General Information Brochure (“rack card”) and our recently published Transit Passenger Guide into Spanish.

At our Travel Training sessions, we provide in depth information on the two local public transportation options, Yavapai Regional Transit and Yavapai. In the training, we provide current route maps for Yavapai Regional Transit and make them available in both English and Spanish. The Spanish Version of YRT’s route map is included at the end of this Title VI Implementation Plan.

2) **CENTRAL YAVAPAI TRANSIT FOUNDATION** has a process to ensure the competency of interpreters and translation service through the following methods:

CENTRAL YAVAPAI TRANSIT FOUNDATION will ask the interpreter or translator to demonstrate that he or she can communicate or translate information accurately in both English and the other language.

CENTRAL YAVAPAI TRANSIT FOUNDATION will train the interpreter or translator in specialized terms and concepts associated with the agency's policies and activities. **CENTRAL YAVAPAI TRANSIT FOUNDATION** will instruct the interpreter or translator that he or she should not deviate into a role as counselor, legal advisor, or any other role aside from interpreting or translator. **CENTRAL YAVAPAI TRANSIT FOUNDATION** will ask the interpreter or translator to attest that he or she does not have a conflict of interest on the issues that they would be providing interpretation services.

3) **CENTRAL YAVAPAI TRANSIT FOUNDATION** provides notice to LEP persons about the availability of language assistance through the following methods:

- Posting signs at training sites when Travel Training sessions are being held.
- Statements in outreach documents that language services are available from the agency.
- Working with community-based organizations and other stakeholders to inform LEP individuals of the Recipients' services, including the availability of language assistance services
- Announcements at community meetings
- Information tables at local events
- Agency websites

4) **CENTRAL YAVAPAI TRANSIT FOUNDATION** monitors, evaluates and updates the LEP plan through the following process:

CENTRAL YAVAPAI TRANSIT FOUNDATION will monitor the LEP plan by conducting an annual Four-Factor analysis, establishing a process to obtain feedback from internal staff and members of the public and conducting internal evaluations to determine whether the language assistance measures are working for staff. **CENTRAL YAVAPAI TRANSIT FOUNDATION** will make changes to the language assistance plan based on feedback received. **CENTRAL YAVAPAI TRANSIT FOUNDATION** may take into account the cost of proposed changes and the resources available to them. Depending on the evaluation, **CENTRAL YAVAPAI TRANSIT FOUNDATION** may choose to disseminate more widely those language assistance measures that are particularly effective or modify or eliminate those measures that have not been effective. **CENTRAL YAVAPAI TRANSIT FOUNDATION** will consider new language assistance needs when expanding transit service into areas with high concentrations of LEP persons will consider modifying their implementation plan to provide language assistance measures to areas not previously served by the agency.

5) **CENTRAL YAVAPAI TRANSIT FOUNDATION** trains employees to know their obligations to provide meaningful access to information and services for LEP persons and all employees in public contact positions will be properly trained to work effectively with in-person and telephone interpreters. **CENTRAL YAVAPAI TRANSIT FOUNDATION** will implement processes for training of staff through the following procedures:

CENTRAL YAVAPAI TRANSIT FOUNDATION will identify staff that are likely to come into contact with LEP persons as well as management staff that have frequent contact with LEP persons in order to target training to the appropriate staff. **CENTRAL YAVAPAI TRANSIT FOUNDATION** will identify existing staff training opportunities, as it may be cost-effective to integrate training on their responsibilities to persons with limited English proficiency into agency training that occurs on an ongoing basis. **CENTRAL YAVAPAI TRANSIT FOUNDATION** will include this training as part of the orientation for new employees. Existing employees, especially managers and those who work with the public may periodically take part in re-training or new training sessions to keep up to date on their responsibilities to LEP persons. **CENTRAL YAVAPAI TRANSIT FOUNDATION** will implement LEP training to be provided for agency staff. **CENTRAL YAVAPAI TRANSIT FOUNDATION** staff training for LEP to include:

- A summary of the **CENTRAL YAVAPAI TRANSIT FOUNDATION** responsibilities under the DOT LEP Guidance;
- A summary of the **CENTRAL YAVAPAI TRANSIT FOUNDATION** language assistance plan;
- A summary of the number and proportion of LEP persons in the **CENTRAL YAVAPAI TRANSIT FOUNDATION** service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population;
- A description of the type of language assistance that the agency is currently providing and instructions on how agency staff can access these products and services; and
- A description of the **CENTRAL YAVAPAI TRANSIT FOUNDATION** cultural sensitivity policies and practices.

Please see attachment at the end of the 2023 Title VI Implementation Plan for an example document Central Yavapai Transit Foundation Provides to Spanish LEP persons.

Non-elected Committees Membership Table

Subrecipients who select the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Subrecipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

CENTRAL YAVAPAI TRANSIT FOUNDATION does not select the membership of any transit-related committees, planning boards, or advisory councils.

Monitoring for Subrecipient Title VI Compliance

Describe how you monitor your subrecipients. This can be through site visits, submissions of Title VI Plans annually, or training and surveys.

CENTRAL YAVAPAI TRANSIT FOUNDATION does not monitor subrecipients for Title VI compliance.

Title VI Equity Analysis

A subrecipient planning to acquire land to construct certain types of facilities must not discriminate on the basis of race, color, or national origin, against persons who may, as a result of the construction, be displaced from their homes or businesses. "Facilities" in this context does not include transit stations or bus shelters, but instead refers to storage facilities, maintenance facilities, and operation centers.

There are many steps involved in the planning process prior to the actual construction of a facility. It is during these planning phases that attention needs to be paid to equity and non-discrimination through equity analysis. The Title VI Equity Analysis must be done before the selection of the preferred site.

Note: Even if facility construction is financed with non-FTA funds, if the subrecipient organization receives any FTA dollars, it must comply with this requirement.

CENTRAL YAVAPAI TRANSIT FOUNDATION has no current or anticipated plans to develop new transit facilities covered by these requirements

Fixed Route Transit Provider Analysis

Fixed Route: Public transit service (other than by aircraft) provided on a repetitive, fixed-schedule basis along a specific route, with vehicles stopping to pick up passengers.

A subrecipient providing fixed route service, as defined above, must determine the distribution of transit amenities or the vehicle assignments for each mode in a non-discriminatory manner. The subrecipient must develop policies to ensure service is not distributed on the basis of race, color, or national origin.

Effective practices to fulfill the Service Standards requirements include developing written policies covering each of the following service indicators: (can be expressed in writing or in table format – see Circular Appendix G & H pp. 87-91)

CENTRAL YAVAPAI TRANSIT FOUNDATION is not a Fixed Route Transit Provider

Board Approval for the Title VI Plan

***(INSERT A COPY OF THE BOARD MEETING MINUTES AFTER
CONDITIONAL CRO APPROVAL. BOARD MINUTES MUST BE FOR THE
YEAR OF THE GRANT APPLICATION CYCLE)**

Attachment:

Spanish language version of Yavapai Regional Transit Route Map

ACTUALIZACIÓN DE COVID 14/05/2021:

Se requieren máscaras para todos los pasajeros hasta el 13 de septiembre de 2021 por requerimiento federal.

El servicio en Frontier Village todavía está suspendido por mandato del gobierno tribal de Yavapai. Actualizaremos esta publicación cuando se restaure el servicio.

- Esta página incluye información sobre las Rutas Roja y Azul.

- ¿Busca información sobre la ruta Green & Gold? [Puedes ver eso aquí](#).

TRASLADOS: Puede tomar la Ruta Dorada hasta Safeway en Chino Valley y solicitar una transferencia SIN COSTO a la ruta Verde, Roja o Azul. Solo tienes que pagar un viaje, incluso si te transfieres a otro autobús. Cuando regrese por la Ruta Verde, Roja o Azul, puede transferirse a la Ruta Dorada en Safeway SIN COSTO para regresar a casa.

Horario de ruta roja:

- Chino Valley a Prescott a Prescott Valley a Chino Valley.
- Funciona solo los miércoles.

Buscar:

| UBICACIÓN DE LA PARADA DE AUTOBÚS | AUTOBÚS DE LA MAÑANA | AUTOBÚS DE MEDIODÍA | AUTOBÚS DE LA TARDE |
|--|----------------------|---------------------|---------------------|
| VALLE DE CHINO | | | |
| CV Safeway * | 8:45 am | 11:45 am | 2:45 pm |
| PRESCOTT | | | |
| Walmart - Gail Gardner | 9:14 am | 12:14 pm | 3:14 pm |
| Plaza del Palacio de Justicia | 9:27 am | 12:27 pm | 3:27 pm |
| Colegio Yavapai | 9:36 am | 12:36 pm | 3:36 pm |
| VA - Paciente ambulatorio | Solicitar parada | Solicitar parada | Solicitar parada |
| Frontier Village - Target (temporalmente suspendido) | 9:42 am | 12:42 pm | 3:42 pm |
| Frontier Village - Muestra de imágenes | Solicitar parada | Solicitar parada | Solicitar parada |

| UBICACIÓN DE LA PARADA DE AUTOBÚS | AUTOBÚS DE LA MAÑANA | AUTOBÚS DE MEDIODÍA | AUTOBÚS DE LA TARDE |
|---------------------------------------|----------------------|---------------------|---------------------|
| Gateway Mall | 9:52 am | 12:52 pm | 3:52 pm |
| VALLE DE PRESCOTT | | | |
| Vestíbulo de pasatiempos / Home Depot | 10:05 am | 1:05 pm | 4:05 pm |
| DES | 10:20 am | 1:20 pm | 4:20 pm |
| Biblioteca PV | 10:27 am | 1:27 pm | 4:27 pm |
| Centro Cívico PV | Solicitar parada | Solicitar parada | Solicitar parada |
| VALLE DE CHINO | | | |
| CV Safeway * | 10:52 am | 1:52 pm | 4:52 pm |

* = Transferencia desde la Ruta Dorada

** = El autobús dejará pasajeros según sea necesario en Chino Valley

Horario de la ruta azul:

- Chino Valley a Prescott Valley a Prescott a Chino Valley.
- Funciona solo los miércoles.

Buscar:

| UBICACIÓN DE LA PARADA DE AUTOBÚS | AUTOBÚS DE LA MAÑANA | AUTOBÚS DE MEDIODÍA | AUTOBÚS DE LA TARDE |
|---|----------------------|---------------------|---------------------|
| VALLE DE CHINO | | | |
| CV Safeway * | 9:45 am | 12:45 pm | 3:45 pm |
| VALLE DE PRESCOTT | | | |
| Biblioteca PV | 10:13 am | 1:13 pm | 4:13 pm |
| Centro Cívico PV | Solicitar parada | Solicitar parada | Solicitar parada |
| DES | 10:23 am | 1:23 pm | 4:23 pm |
| Vestíbulo de pasatiempos / Home Depot | 10:37 am | 1:37 pm | 4:37 pm |
| PRESCOTT | | | |
| Gateway Mall | 10:49 am | 1:49 pm | 4:49 pm |
| Frontier Village - Espectáculo de imágenes (suspendido temporalmente) | Solicitar parada | Solicitar parada | Solicitar parada |

| UBICACIÓN DE LA PARADA DE AUTOBÚS | AUTOBÚS DE LA MAÑANA | AUTOBÚS DE MEDIODÍA | AUTOBÚS DE LA TARDE |
|-----------------------------------|----------------------|---------------------|---------------------|
| Frontier Village - Objetivo | 11:03 am | 2:03 pm | 5:03 pm |
| VA - Paciente ambulatorio | Solicitar parada | Solicitar parada | Solicitar parada |
| Colegio Yavapai | 11:11 am | 2:11 pm | 5:11 pm |
| Plaza del Palacio de Justicia | 11:19 am | 2:19 pm | 5:19 pm |
| Walmart - Gail Gardner | 11:33 am | 2:33 pm | 5:33 pm |
| VALLE DE CHINO | | | |
| CV Safeway * | 12:00 pm | 3:00 pm | 4:52 pm ** |

* = Transferencia desde la Ruta Dorada

** = El autobús dejará pasajeros según sea necesario en Chino Valley

Horario de la ruta dorada :

- Servicio local de Chino Valley.
 - Funciona de lunes a viernes.
- Buscar:

| UBICACIÓN DE LA PARADA DE AUTOBÚS | PRIMER AUTOBÚS | MINUTOS HASTA LA HORA | ÚLTIMO AUTOBÚS |
|-----------------------------------|------------------|-----------------------|------------------|
| CV Senior Center | 7:55 am | : 55 | 4:55 pm |
| Walgreens | 08 a.m | : 00 | 5:00 pm |
| CV Safeway * | 8:04 am | : 04 | 5:04 pm |
| Centro médico YRMC | Solicitar parada | | Solicitar parada |
| CV Maverik | 8:12 am | : 12 | 5:12 pm |
| Legión americana | 8:16 am | :dieciséis | 5:16 pm |
| Rd 1 N y Cactus Wren | 8:23 am | : 23 | 5:23 pm |
| Bottlebrush y Ken Lane | 8:28 am | : 28 | 5:28 pm |
| CV Safeway * | 8:33 am | : 33 | 5:33 pm |
| Del Rio y Foster | 8:38 am | : 38 | 5:38 pm |
| Dollar Tree / Family Med Center | 8:44 am | : 44 | 5:44 pm |
| Biblioteca de CV | Solicitar | | Solicitar |

UBICACIÓN DE LA PARADA DE AUTOBÚS

PRIMER AUTOBÚS

MINUTOS HASTA LA HORA

ÚLTIMO AUTOBÚS

parada

parada

CV Senior Center

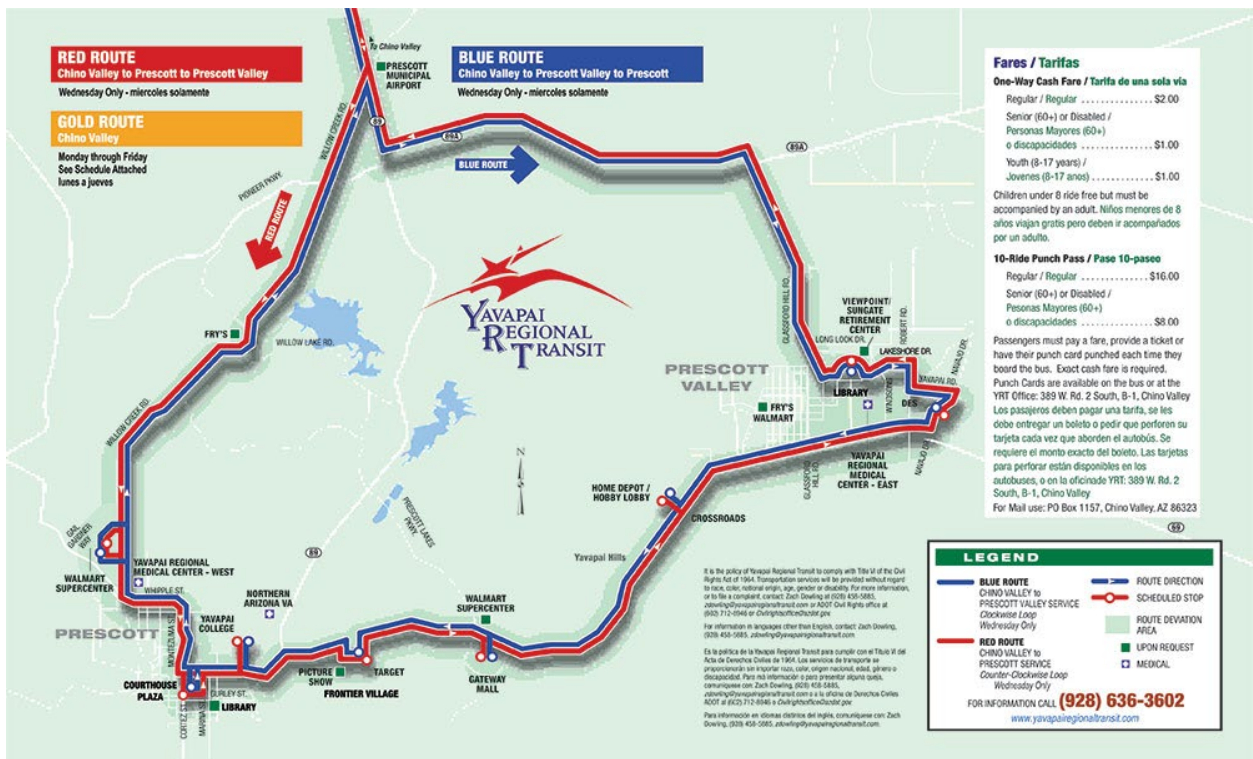
8:48 am

: 48

5:48 pm

* = Transferencia desde la Ruta Roja o Azul

** = El autobús dejará pasajeros según sea necesario en Chino Valley



Solicitar paradas

Los pasajeros también pueden hacer arreglos para que los dejen y los recojan en lugares adicionales a lo largo de las rutas.

- Fry's - Willow Creek
- Campus Oeste de YRMC
- Walmart - Prescott Lakes Parkway
- Campus Este de YRMC
- VA - Centro para pacientes ambulatorios
- Ayuntamiento Prescott Valley
- Distrito de entretenimiento - Prescott Valley

-
- Centro Cívico PV
 - Viewpoint / Sungate Retirement Center - Prescott Valley
 - Fry's / Walmart - Valle de Prescott

Llame al despacho (928-636-3602) el día hábil anterior para coordinar el servicio de solicitud. Es posible que el conductor del autobús pueda solicitar una parada sin un acuerdo previo, pero solo si hay suficiente tiempo en el horario.

Servicio y desviaciones de acera a acera

Yavapai Regional Transit ofrece servicio de autobús equipado con elevador de silla de ruedas de acera a acera para personas con limitaciones de movilidad que residen dentro de la zona de desviación de ruta de 1 milla en Chino Valley y la zona de desviación de ruta de 1/4 de milla en Prescott y Prescott Valley. pero no pueden acceder a la parada del autobús. Este servicio requiere una reserva con 24 horas de anticipación. Para solicitar este servicio desviado, **el pasajero DEBE comunicarse con el Despachador de YRT al 928-636-3602 antes de las 5:00 p. M. Del día anterior al viaje** para que se pueda programar en la ruta del día siguiente.

El servicio de desvío se brinda a personas mayores (60+) y personas con discapacidades a la tarifa regular de \$ 1.00. Para todos los demás pasajeros, hay un recargo de \$ 5.00 por el servicio de desvío de ruta. Para obtener más información o para programar un viaje, comuníquese con el despachador de tránsito al 928-